**JOB ADVERT**

**Administrative Officer - Pastoral**

**Dates Contract available to start as soon as possible**

**Salary Grade 3 £23,500 - £23,893 FTE (Actual Salary £20,214 - £20,552)**

**Location Fir Vale Academy Trust, Owler Lane, Sheffield. S4 8GB**

**Contract Type Full Time**

**Contract Term 37 hours per week, 39 weeks per year**

Fir Vale school is seeking to appoint an administrative officer who can provide support to the Pastoral Team with admin tasks.

The appointee will have a high level of proficiency in interpersonal skills; computer skills and clerical/administration experience. They will be an outstanding, motivated and inspirational person who is able to demonstrate experience of working effectively with young people and adults.

You will be able to respond quickly and efficiently to requests from the Pastoral Team. You will be excellent at time management and prioritising.

You will be excited and passionate about the education of children have a professional and courteous manner. Experience of dealing with difficult situations and confidential information is essential along with a commitment to the safeguarding of children.

If you have experience of working in a busy reception environment, ideally supporting pupils and parents in an educational setting, this could be the role for you. You would be joining an established and supportive team, where you would be well supported within your role.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of the Police Act 1997.

For further information and to obtain an application form, job description and person specification, visit [www.firvale.com](http://www.firvale.com)

All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. Applications/enquiries to be submitted to: goxley@firvale.com

**The closing date for receipt of applications is Monday 15 April 2024. Interviews to be held week commencing 15 April 2024**